



ECF Flier

October 1999

Reference Materials Available On-Line

We have added a "Reference Materials" link to our ECF Home Page for attorneys to download all training materials available in ECF. We will be updating the training manuals on a continual basis, and all updates will be posted on this new page. We have also included the "Event Code Glossary" on this page for your information.

Deleting "Post-it Notes"

There are a number of forms posted on the Internet that contain special instructions in the form of a "post-it note". In order that this note not be included on the form/pleading that you "attach" in your docket entry, please follow the instructions below:

- If the note is "open" then you must click in the upper left corner of the colored "special instruction" bar until a hyphen appears. Then click on the hyphen to close the note (it will then look like a "post-it note". Single-click the left mouse button to highlight the note, then single-click the right mouse button to open a "pop-up" window, which will allow you to select "Delete". Single-click the left mouse button on "Delete and answer "OK" to the prompt "Are you sure you want to delete this annotation?".
- If the note is already "closed" (already looks like a "post-it note"), single-click

the left mouse button to highlight the note, then single-click the right mouse button to open a "pop-up" window, which will allow you to select "Delete". Single-click the left mouse button on "Delete and answer "OK" to the prompt "Are you sure you want to delete this annotation?".

Case Opening Reminders

- Address of the Debtor
If the mailing address and the residential address of the debtor are different, please use the mailing address when opening the case in ECF.
- Asset vs. No-Asset
Please use the following guidelines when completing the asset information while opening a case in ECF.

Chapter 7	No-Asset
Chapter 13	Asset
Chapter 11	Asset
Chapter 12	Asset

Credit Card Authorization Form

Please remember to submit a new credit card authorization form with a new expiration date and /or card information when the card listed becomes expired.

Upon expiration of credit card, this form becomes void.

Credit Card Information

Questions and comments have been received from some attorneys who have experienced difficulty in obtaining and using credit cards in connection with filing ECF cases. We randomly surveyed some of our participating ECF attorneys in each of the four divisions to find out how they are handling these issues. The following information is being provided from the survey responses we received. The information listed below, however, does not constitute an endorsement or approval by the Court with respect to the proper use of credit cards in connection with the filing of ECF cases. Readers are encouraged to conduct their own independent inquiry in this regard.

Obtaining a Credit Card:

- Check with vendors currently supplying services to your office/firm. For example: Pitney Bowes, supplier of mail metering services to one firm, in turn offered the firm a credit card with a \$25,000 credit line.
- Communicate directly with the card company to disclose the exact usage of the card. Some companies may be more willing to provide the card and a sufficient credit limit knowing that the card is only being used for court filing fees and costs.

Maintaining Sufficient Credit Limit:

- Obtain a sufficient line of credit. A credit limit of \$5,000-6,000 can be depleted quickly, especially if you are a large volume filer.
- Obtain a credit card with a company that has an Internet web site so you can easily access balance/limit information. Being able to check the Internet prior to filing will avoid the possibility of the card

being rejected at the court for insufficient balance.

- Pay the credit card bill weekly or as soon as received instead of delaying to any routine office pay cycles such as the 1st and 15th of the month. This will help assure sufficient credit limit balances are maintained.
- If payments are not getting posted fast enough to the credit account, communicate with the card company to see what, if anything, can be arranged.
- Some attorneys are immediately making a payment on their credit card accounts equal to the filing fees when the cases are filed. These payments are made from their respective trust accounts. One attorney commented on the benefit of having all of the filing fees on one credit card, which is paid from his trust account, which tracks so well with his automated bookkeeping system.

Use of Debit Card:

- An attorney using a debit card stated that with deposits made by 2 PM, he could access the funds after midnight.
- Since you cannot get a debit card for a business account, the card is in the attorney's personal name.

September 1999 ECF Statistics

Bankruptcy Adversary

Alexandria	114	4
Norfolk	119	0
Richmond	38	0
Newport News	233	0
District Total	504	4
Total ECF Cases filed in 1998		421
Total ECF Cases filed in 1999 (through September 1999)		1865

ECF Information and Helpful Numbers:

ECF Help Desk: 1-888-271-8610

Questions? E-Mail us at the following
address:

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Contacts for Attorney Training:

Alexandria -

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Attorney Training: September 1999

Alexandria 8 Richmond 3



Norfolk/Newport News 9

Total Number of Attorneys Trained - 218